

# CONSUMER HEALTH & FOOD SAFETY

## ADMINISTRATIVE OPERATING POLICIES & PROCEDURES

SUBJECT:  <b>INSPECTION: HOME DAYCARE</b>	EFFECTIVE DATE	APPROVED BY:  Javier León
	JANUARY, 2005	DIVISION MANAGER

### A. STATEMENT OF PURPOSE

This policy outlines procedure for evaluating potential Home Daycare operations.

### B. POLICY

Consumer Health & Food Safety Division performs health & safety evaluations of potential Home Daycare facilities at the request of various local licensing agencies. Home Daycare operations are not licensed by Pima County Health Department.

### C. PROCEDURE

Follow general inspection procedure with regard to introduction and purpose of visit. Home daycare evaluations are typically arranged in advance by phone. Document observations from Home Daycare evaluations using the "Home Daycare Program Check Sheet."

#### 1. Food Sources & Storage Areas

- a. All food to be served to children in home daycare settings must be from safe, approved sources.
  - Food should be obtained from commercial/retail channels.
  - "Distressed" or outdated food should not be served in home daycare operations.
  - Home -canned, low-acid foods and unpasteurized dairy products should not be served in home daycare operations.
- b. Refrigeration should have adequate storage capacity and maintain food products at 41°F or less.
  - Refrigerator must also be clean and an appropriate food temperature measuring device should be provided.
- c. Dry food storage should be adequate in capacity, clean and keep food elevated above floor level.
  - Restrooms, attics, or crawl spaces cannot be used for food storage.
  - There should be no sign of rodents or insects in storage areas.

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- d. Food Contact Surfaces should be cleanable and in good repair.
  - "Food Contact" means countertops, cutting boards, shelving, utensils, tables, etc.
  - Food contact items must be properly stored to protect them from contamination.
  - Knives should be stored out of reach; five (5) feet or higher.
- e. Kitchen supplies such as detergents, plastic bags, etc., should be stored at a height of five (5) ft. or higher.
- f. Hot and cold running water, under pressure must be provided for cleaning.
- g. Fire extinguisher, TYPE "ABC" must be present and functional in kitchen.
- h. Kitchen trash must be properly contained.
- i. Caged animals/pets cannot be housed in food preparation areas.

#### 2. Restrooms

- a. Toilet facilities in the home must be clean and functional.
- b. Restrooms should have a clean, functional sink for hand washing. Paper towels must be provided for hand drying.
- c. Medicines, cleaning materials, and other hazards must be stored out of reach or locked.

#### 3. General Conditions

##### a. Interior

- Home environment must be generally clean and sanitary.
- Play materials/toys/books should be within reach and in good repair.
- A first aid kit must be provided, readily available, and fully stocked.
- Emergency phone numbers must be readily available, posted by telephone.
- The home must be free of obvious fire/safety hazards such as exposed wiring, and matches, lighters, etc., should be stored at five (5) feet or higher.
- Furnaces, heaters, radiators should be in good repair.
- Battery operated smoke detector(s) should be placed near bedrooms.
- Fire evacuation plan must be clearly posted and escape routes kept unobstructed.
- Electrical outlets should be capped.
- Firearms and ammunition must be inaccessible and locked.
- All toxic materials, solvents, and other hazardous materials must be properly labeled and stored inaccessible and/or locked.
- Presence of rodents, insects and other pests should be minimized.
- Water and sewer service should be municipal or from an approved well or to approved septic.

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b. Exterior

- Garbage/refuse must be properly bagged, contained, and removed at least weekly.
- Yard area must be free of physical hazards: tools, debris, garbage, animal feces, etc.
- Yard enclosure must be five (5) feet high with locking gate.
- Swimming pools/spas must have separate five (5) foot high enclosure with locking gate.
- Ponds/water features must be inaccessible.
- Outdoor play equipment must be safe, and in good repair.
- Mobile/manufactured homes must be skirted to prevent child access to area beneath home.

4. Sleeping Arrangements

- a. Individual cots or beds are recommended for each child in daycare.
- Family beds may be used if clean linens are provided.
  - Cribs and/or playpens must be provided for children under 15 months of age.
  - If children stay overnight, there must be a separate crib for each child under 15 months, and a separate bed for children over 15 months.

5. Comment Section

- a. Use this area to explain any violations noted or corrections needed.